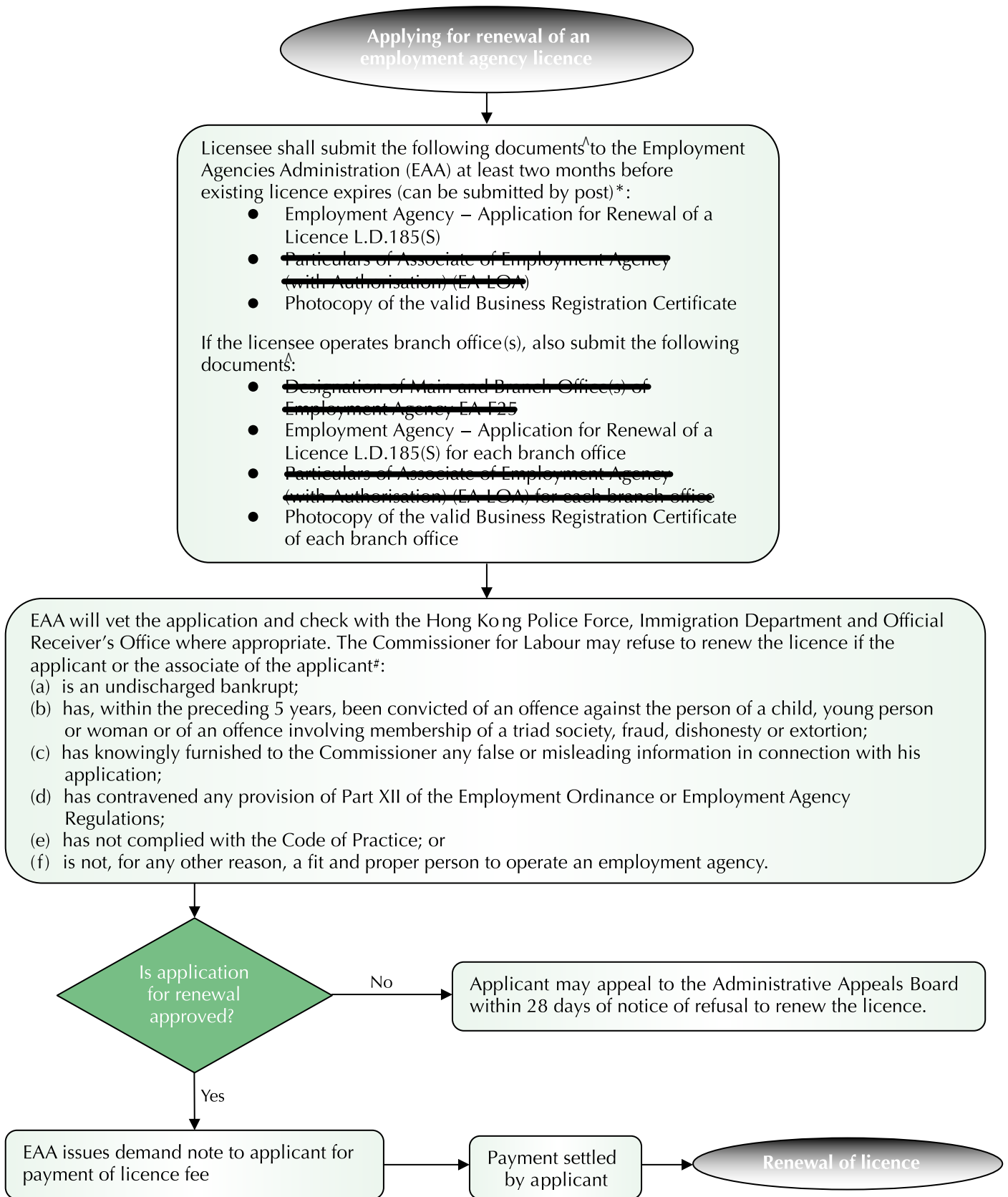


Flowchart of Application for Renewal of an Employment Agency Licence



Note: # Please refer to the paragraphs under “Refusal to issue / renew and revocation of licences” in Chapter 1 for details

* Employment Agency shall bear the risk of late notification or loss of documents due to delay or failure in delivery. To ensure effective and timely delivery of documents to this department, please consider using a reliable way for delivery, such as registered mail, courier service, or in person, etc.

^ Since 9 May 2024, applicant should also submit “Information on Relationship with Financial Institution(s)” (Sample at Appendix 15).